American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

Dec. 6,1918.

You have just received a hurry call by wire for gift books for wounded men in hospitals.

The need is immediate and urgent.

A general publicity appeal for the whole United States, centered about this special need for good recent fiction, is beginning. In the large cities it is desired to intensify the appeal, and we are counting upon you to use every means at your command to get the message across to the people of your community.

There has been appropriated for yourself, for local publicity purposes, the sum of $, to be expended at your descretion. You may need to employ a newspaper man or women temporarily to aid in developing local publicity; you may want to print and distribute some bookmarks or leaflets. Copy for a small leaflet, that will cost very little to have printed locally, is enclosed. (Send itemized bills to us for payment.)

Retail booksellers everywhere have been called upon for co-operation in their Christmas advertising. All your local department stores and large retail merchants should be asked to carry, in their regular advertising, a box or display lines, somewhat as follows:

> "Books are needed for wounded men in hospitals. Send good recent fiction to the Public Library as a Christmas gift to our Soldiers and Sailors."

Special publicity matter will be sent to you at frequent intervals from now to Christmas. Please use every possible means to get it published. A file of clippings showing results in your local papers should be sent to this office.

With your co-operation, we can get the million volumes of general literature and fiction that we need, with the least possible delay.

Ver truly yours,

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress,
Washington, D.C.

Suggested Copy for leaflet or bookmark, adapted for use on two sides of a slip 3 1/4 x 6 1/4 inches.

12-6-18.

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GIVE BOOKS!

Good books are badly needed at once for soldiers in hospitals and demobilization camps.

Recent popular fiction is especially needed.

Take or send your gifts to the Public Library. They will be sent to soldiers promptly.

* * * * * *

THAT BOOK YOU LIKED

SOME SOLDIER WILL LIKE.

The best you have on your book-shelves is none to good for the men who are recovering from the wounds received in <u>your</u> service!

Good reading is an aid to speedy recovery. These men need books <u>now.</u>

The Library War Service of the American Library Association maintains libraries with trained librarians in charge at every military hospital.

Your book gift will reach the one who will most appreciate it, if you simply send it to the Public Library and say:

"For War Service."

American Library Association

Library War Service

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WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER

DISBURSING OFFICER
WILLIAM L. BROWN

Dec. 9, 1918.

To Hospital Librarians:

Since there seems to be some misunderstanding between the Red Cross officials and the hospital librarians regarding the care and circulation of periodicals and newspapers, a copy of the letter relating to this matter which was sent out in October from Red Cross Headquaters is enclosed for your information and guidance.

Very truly yours,

CAROLINE WEBSTER

In charge Hospital Libraries.

COPY

THE AMERICAN RED CROSS
NATIONAL HEADQUARTERS
WASHINGTON, D.C.

To All Division Directors of Military Relief. Date Oct. 23, 1918.

From Department of Military Relief.

Subject American Library Association.

1. In all Hospitals where the A.L.A. has librarians, all periodicals and newspapers, as well as books, should be handled by their representatives.

2. If the Red Cross subscribes or secures subscriptions for periodicals for Red Cross Convalescent Houses, these should be addressed to the A.L.A. representatives in the Houses, not personally, but as the A.L.A. Librarian and they will then be responsible for checking them up to see if all are received and for their circulation.

3. In the future where such donations are offered, it should first be taken up with the A.L.A. Librarian, in order to avoid duplication,

DEPARTMENT OF MILITARY RELIEF

By Percy H. Clark

Bureau of Camp Service.

Approved:
W.J. Hiss
Asst. Director General of Military Relief.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

December 13, 1918.

To the Hospital Librarian:

We are sending to you from the New York Dispatch Office one hundred volumes of fiction by the following authors:

40	Gray	10	Wright
10	Bowers	5	Bindloss
20	Burroughs	3	Beade
10	Twain	2	Oppenheim

and will supply you with one hundred more titles immediately if you will notify us what titles you wish.

<u>In ordering the books please use requisition blanks.</u>

Very truly yours,

CAROLINE WEBSTER

In Charge of Hospital Libraries.

AMERICAN LIBRARY ASSOCIATION.

Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

December 16, 1918.

To The Hospital Librarian:

We have been informed by the Surgeon General's office that reconstruction work is to be undertaken at the hospital where you are located. Major Monahan of the Surgeon General's office has requested us to send you books on the following subjects:

Economics
Industrial Education
Commerce, Commercial Geography
Nature, General Science
Mathematics
Physics
Chemistry
Mineralogy
Geology, Physical Geography
Botany
Vocational Guidance
Engineering
Agriculture., General
Soils
Plant husbandry, Pests
Field crops
Horticulture
Forestry
Animal industry
Dairying
Bee Keeping
Business, Communication, Transportation
Text books in English for foreigners and illiterates.
Wood working.
Machinery
Pattern making
Printing
Art, Drawing, general photography.

These books are being ordered for you and will be shipped from the New York Dispatch office.

Will you please notify the chief educational officer at the hospital that you have books on these and other subjects which will be of value to him. The educational work to be done with the returned soldier is one of the most important phases of our work and one to which the hospital librarian must give considerable time and thought.

Will you please let me know at once if you will need an assistant to take charge of this work or to release you so that you may have more time to devote to it.

If an assistant will be needed, please let me know what arrangements you can make for her living and what the cost will be.

Very truly yours,

CAROLINE WEBSTER

In charge of Hospital Libraries.

AMERICAN LIBRARY ASSOCIATION.

Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

December 20, 1918.

To the Camp and Hospital Librarian:

The military program moves rapidly now and every day brings to the Camp Library the last opportunity to reach many men who daily pass out from the camp influence.

Be more active than ever in developing library service, in caring for branches and station collections, in publicity and in pushing an aggressive campaign for furnishing adequate library facilities for your camp.

You are again directed to establish relations with Morale Officers without delay. Explain to them in definite form your plans for fitting the camp library to the needs of the present emergency and ask their assistance. Call their attention to, -

1. The central building and its equipment.
2. The system of branches and stations with the facilities of each.
3. The hospital library and service. Make clear the importance of this library and its part in the camp library system.
4. The vocational book campaign - with full statement of supply of books - book lists and suggested publicity.
5. The new policy of supplying at once several hundred volumes of the most popular fiction, Zane Grey, Bower, London, etc.

Suggest ways in which you need the assistance and cooperation of the Morale Officers. You all need more help in the library. Learn from the Personnel Office the names of men in Camp who have had Library experience. Explain your need to the Morale Officers and they will assist you in having these men detailed regularly for library work. Keep in touch with all such men and endeavour to engage them for library work when they are discharged from the Army. Ofcourse, this should be with the approval of Library War Service Headquarters. If you do not need them, put them in touch with us,

The Morale Officers will aid your publicity campaign by arranging with General Headquarters for general orders advertising the library, if you convince them of the importance. Especially they can aid in the vocational book campaign.

The Morale Officers also will assist in securing the return of overdue books by the employment of military authority if the situation requires their cooperation.

Be clear and definite in outlining your plans for library service to the Morale Officers, and explicit in your request for assistance and cooperation from them.

Very truly yours,

MALCOLM G. WYER.
CAROLINE WEBSTER.

Assistants to the Director.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
The Library of Congress
Washington, D.C.

December 28, 1918.

To the Hospital Librarian:

This letter gives additional information about the plan for giving vocational study.

The following twenty-three vocational subjects have been specially advertised by means of book lists and covered by an average of a half-dozen titles on each:

Choice of a Vocation	350	Electrical Work	50
Farming	250	Merchant Marine	150
Carpentry	150	Shipbuilding	150
Business	250	Foreign Trade	150
Automobiles	150	Machine Shop Work	150
Railroad Engineering	80	Gas Engines	80
Advertising	80	Toolmaking	80
Salesmanship	80	Rapid Communication	50
Steam Engineering	80	Applied Drawing	50
Sheet Metal Work	50	Banking	50
Journalism	50	The Choice of a Profession	50
Bookkeeping and Accounting	50		

(The numbers oppisite indicate the amounts in which they were sent.)

Vocation List No.1 dealt with the general subject of vocational study, and was intended to reach every man. Of these you received 500.

REORDERS — All 24 book lists have now been sent to you , in installments ranging over the past month. Reorder sufficiently in advance to insure having a supply of each always on hand. Give the definite amount wished of each list by number. Please note that our schedule of supply is graded according to our conception of the realtive demand. Reorder on this same principle - do not make a blanket request for the same number of copies of each book list. This would mean waste and would needlessly exhaust our reserve stock, which is relatively smaller for those book lists of restricted interest.

BOOK SUPPLY — Of the books on these lists, only those titles not already in your collection were sent, and only one copy of each title. Send in requisitions for additional copies of any title needed. If any of the titles are not in demand among your readers, please send them back, with an explanatory letter, to the following address:

A. L. A. Dispatch Office
31 West 15th Street,
New York City.

RACKS — You will probably find that the best way to distribute these book lists is in racks, similar to those the camp librarians have con-

RACKS, cont'd.

structed for the purpose. Herewith we are sending you a design for a rack. This can be assembled in three parts: two pieces 3 x 30, three pieces 3 x 25, and six or nine strips of beading or the like, about 30¾ inches long, allowing 3/8 inch thickness of the wood. In addition to these parts, a solid back is needed.

If yours is a reconstruction hospital, the carpentry class of the Education Department will probably build the racks for you. If you can not get the work done in your hospital, have them made outside. Cheap construction will answer.

We are leaving to you the decision as to whether these racks are needed in your hospital. If you decide to employ them one should be placed in every branch and wherever men congregate.

In distributing the book lists, aim to get to every man in the hospital, no matter how short his stay, the list or lists in which he is interested.

PLACARDS — To go over the racks, and to be posted elsewhere throughout the hospital, Headquarters has sent you a stock of placards, calling attention to the hospital library as a place to get posted on the home job. Please note that this placard if placed over the rack, will be appropriate to the book lists.

SLIDES — Seven special lantern slides, emphasizing the vocational study idea have been sent to you.

THE HOSPITAL PAPER. If the wording of the book lists and the style of the annotations suit you, publish them as they are, as your own release, without giving credit to Headquarters. Please make every use you can of the hospital paper to further the campaign.

SUGGESTIONS FOR FUTURE EDITIONS — This method of pushing vocational study has been worked out rapidly, on the conviction that some provision must be made at once to meet changed conditions. Your experience may prove the plan at fault in certain respects; we shall welcome your suggestions and criticism.

We ask you to give your best efforts to carrying out the plan in detail. It represents a considerable effort on the part of Headquarters to meet the need of the moment; the outlay involved is large, and it would be a grave mistake to exploit the plan to its utmost possibilities.

THE MORALE OFFICER — More than 60 hospitals have morale officers. Get in touch with the one in your hospital; get him behind your work. You may be able to get the personnel officer to detail a man with advertising experience to assist you with the publicity end of the vocational study campaign.

Very truly yours,

M.W. MEYER

In charge of publicity.

12/28.

AMERICAN LIBRARY ASSOCIATION

Library War Service

Headquarters
The Library of Congress
Washington D.C.

January 8 1919.

To the Hospital Librarian:

We are enclosing a copy of a letter sent out by the Morale Branch to each Morale Officer in camps and hospitals.

It instructs the Morale Officer to do what he can to secure the detail of an advertising man to assist each hospital and camp librarian to advertise the library facilities. Please get in touch with the Morale Officer at once with respect to this proposition. We are enclosing also a copy of the statement of the functions of the A.L.A. sent out by the Morale Branch to its officers.

Very truly yours,

M. W. MEYER

In charge of publicity.

January 6, 1919

From: Chief, Morale Branch.

To: Morale Officer, through Commanding Officer
(all camps and hospitals)

Subject: American Library Association.

1. Attached, for your interest and information, is a statement of the functions of the American Library Association.

2. This office feels that the value of books, for maintaining the morale of the soldier and preparing him for return to civilian life, can hardly be overstated.

3. It is the desire of the American Library Association that Camp and Hospital libraries be used more extensively than in the past. As a means toward this end the American Library Association has expressed the desire for the services of a man with advertising experience to be assigned to each camp and hospital librarian, to assist in making library facilities more widely known.

4. It is suggested that if possible arrangements be made to have such a man assist the librarian.

E.L.Munson,
Brigadier General, General Staff.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington D.C.

January 13, 1919.

To the Hospital Librarians:

Since the demand for newspapers at the hospitals is so insistent, it has been decided to place subscriptions for three months for the papers on the list shown below for all the Debarkation and Reconstruction hospital lioraries. It has been suggested that arrangements be made for the regular distribution of the newspapers to the wards. Please let me know at once whether or not this service should be rendered at your hospital, and,if so, how many assistants would be needed to make the service effective. Would it be possible for you to enlist the help of the Red Cross staff in this work?

The papers will be mailed direct to the hospital library address in care of "A.L.A.Librarian."

Very truly yours,

CAROLINE WEBSTER,

In charge of Hospital Libraries.

CW/lh

NEWSPAPERS FOR HOSPITAL LIBRARIES.

Atlanta Constitution
Boston Transcript
Chicago Tribune
Cincinnati Enquirer
Cleveland Plain Dealer
Detroit Free Press
Kansas City Star
Los Angeles Times
Denver Rocky Mountain News
Louisville Courier Journal
Minneapolis Journal
New Orleans Times Picayune
New York Times
Philadelphia Ledger
St.Louis Globe-Democrat
San Francisco Chronicle
Seattle Times
Washington Post

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress

December 2, 1918.

To the Hospital Librarian:

Of the eight hospital library lantern slides, mentioned in the circular letter of November 9th, we have found it necessary to discard two as a result of armistice conditions. We have made an additional set of seven, all seeking to promote the idea of vocational study. The orginal six and the second lot of seven have now gone forward to you in separate packages.

Very truly yours,

M. W. MEYER

In charge of publicity.

AMERICAN LIBRARY ASSOCIATION,

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

November 30, 1918.

To the Hospital Librarian:

We are trying to reach the men before they are demobilized with lists suggesting books on home jobs, these books to be obtained either in the hospital library or in the public library when the men get home.

We will send you, as they are printed, a supply of book lists on the subjects listed on the enclosed sheet. More lists may be obtained on request. We are also ordering for you a stock of the books listed, at least one of each title.

We would suggest that you do not use the lists until the books are received, and that you notify us promptly whether the books satisfy the demand created by the lists. If they serve their purpose, there will, of course, be a greater demand for books than you or we can supply. It may be advisable to limit circulation to a day or two and establish a system of reserves.

Very truly yours,

CAROLINE WEBSTER

In Charge of Hospital Libraries.

Lib Ref

AMERICAN LIBRARY ASSOCIATION

Library War Service.
Headquarters
The Library of Congress
Washington, D.C.

Nov. 9, 1918.

TO THE HOSPITAL LIBRARIAN:

FOLDERS

We have found it advisable to instruct our New York Dispatch Office to send you an additional supply of 500 copies of the enclosed folder. Many of the hospital librarians have written us that the folder was proving very useful and that a new supply would be needed. Please use them up as soon as possible, as the folder will be out of date at the conclusion of the United War Work Campaign.

LANTERN SLIDES

Headquarters is having a set of eight lantern slides made to advertise the hospital library among the men. These are now in the hands of the photographer and will be sent to you as soon as the completed sets reach us. It may, however, be a month before you receive your set. We are ordering for all hospital libraries on the assumption that every hospital has or will have a moving picture machine in the Red Cross House, Y. M. C. A., or the like. If there is no prospect that lantern slides will ever find use in your hospital, we are asking you to notify us at once to that effect, so that we may countermand your order.

POSTERS

We are anxious that you make every effort to placard your hospital in a way that will meet your individual needs. Upon word from you that you will be able to make use of such equipment, Headquarters willsend you a set of gummed letters, which, combined with cutouts from magazine covers and the exercise of a little ingenuity and originality on your part, can be used to make clever posters with a timely appeal. For instance, a poster recently observed over the library in a Y. M. C. A. hut showed a cutout from a cover of a Saturday Evening Post, depicting a Poilu kissing a Yank, to the great amazement and discomfiture of the latter. Above was the caption, in gummed letters, "A SURPRISE ATTACK", and below "ARE YOU PREPARED ON MILITARY TACTICS?"

An appeal of this sort would, of course, be inappropriate to a reconstruction hospital, but the general style seems to us especially suited to a hospital atmosphere. Publicity of this sort, which you prepare yourself, you will always find more effective than placards, sent out by Headquarters, because the latter must carefully be planned to fit the entire hospital service; this may have the effect of blunting the very point which your hospital wants emphasized.

Headquarters is drawing up several placards to be supplied to all hospitals, but you must plan always to meet your own needs along this line to the best of your resources. In many hospitals there is someone who can do lettering. If you have help of this sort at hand, and are able to call upon it freely, you may not need to be supplied with gummed letters. Our plan, however, is to put every reasonable convenience of this sort at your disposal.

Write and ask for the set of gummed letters if you want them.

BULLETIN BOARDS

At every center in your hospital, such as the Red Cross house, Y. M. C. A. hut, Education Building, or the like, an A. L. A. bulletin board should be placed. If you are in a reconstruction hospital, it should be fairly easy to get such boards built through the assistance of the Education Department; if your hospital is in a large camp, the camp librarian will be able to help you. Any standard or wall board with wood or burlap backing will serve.

BULLETINS

For posting on these bulletin boards and anywhere in the hospital, Headquarters is having printed a bulletin sheet which will go into your typewriter, slightly longer than letterhead size. It is of a quality of paper which will permit you to make quite a number of carbon copies. At the top are the words "American Library Association" across the larger initials "A. L. A.", serving to establish the significance of these letters, so generally misunderstood.

Use this bulletin sheet freely to make timely announcements - a new lot of books, lists of non-fiction, so that the men may gauge the library's resources for their study - anything that will make the men realize that the hospital library is a growing, flexible institution, placed for their service and alive to their interests and needs. Intersperse the news announcements with things that will catch and hold the interest, even if they are not wholly relevant -- joke clippings, humorous cutouts, bits of verse. The idea is to make your bulletin boards demand and receive attention; try always to have something new to arrest the passerby. If the man whom you have failed to reach finds your bulletin board a live, attractive affair, indicating that you yourself must be a good sort with a sense of humor, it will go far toward interesting him in the service you have to offer him. Through an attractive bulletin board, you can establish yourself as a personality and the service of the A.L.A. as something not to be confused with the Red Cross, Y. M. C. A., or Education Department.

A.L.A. SIGNS.

To be placed at the top of the bulletin boards, we are sending you a number of strips of heavy cardboard, bearing in much larger letters the American Library Association heading which appears at the top of the bulletin sheet. You will want to place these also wherever you feel the need of a sign to establish the service as that of the A.L.A. The strip might effectively be placed, fir instance, across the front of your desk.

We are sending you at the outset, only a small supply of the bulltine sheets and the cardboard heading. We will send as many as you ask for when we have assurance that you are finding use for them.

THE HOSPITAL PAPER.

It is up to you to have something in every issue of the newspaper or publication issued by the patients or corps men. If you are in a base hospital in a large camp, where the hospital has no separate publication, Trench and Camp will be your medium. Clippings have reached us to show that a number of hospital librarians are already doing admirable work along this line. Get the editors to allow you a regular department, and then make it absolutely interesting and newsy. From the news bulletins which Headquarters will send you, you will be able to call items about the other fields of service which will have interest for your readers.

ESTABLISHING THE A.L.A.

In many hospitals, the library is so located as to seem absolutely to be swallowed up by the Red Cross. Yours may be such a case. Perhaps the boys refer to you as the "Red Cross lady". There is in almost every hospital a great ignorance of the nature and function of the A.L.A. Consistent use of all the publicity methods here detailed will operate to remove this condition. Putting folders in books charged, making liberal but judicious use of placards and posters, advertising the library and incidentally the A.L.A. in movie shows, maintaining interesting and attractive bulletin boards, placing the A.L.A. signs wherever there is any pretext, keeping the library as a service institution always before the men by means of notes in the hospital and camp papers - all these things will combine to make the A.L.A., and yourself as its representative, known to the men. Bear in mind that the words "American Library Association" should be placed on every poster or placard you get out.

And do not feel that you can establish yourself by a great burst of publicity and then rest on your oars, secure in the conviction that everybody now knows the A.L.A. You are ministering - in most hospitals - not so much to a fixed population as to a procession of men. About the time that you are beginning to feel that your efforts to establish the A.L.A. are showing results, a new personnel will replace the old and your work as a propagandist will have to begin all over again.

Above all, be an opportunist. Seize on the unusual situation to issue a timely placard. Bulletin the hospital with the special provision you are making to meet the need of the moment.

GENERAL AND HEADQUARTERS PUBLICITY

Remember always that the most effective publicity among the general public is that which comes from the men themselves. If a man who has used your books tells his family about the good work you are doing in one of his letters, that family will know and support the A.L.A. for all time, whereas a dozen newspaper articles might pass over their heads.

There will always be a fixed need on the part of Headquarters for interesting photographs of your work and little stories and anecdotes about your books in service. Every letter or report coming from you which relates something of a humorous or human-interest nature is eagerly welcomed by Headquarters as the sort of thing that will penetrate to the general public. The average man or woman is more interested in the hospitals than in any other branch of the military service. Your work will continue, in the event of peace, longer than other branches of the Library War Service, and the public will be interested in knowing that you are giving service to the men as long as there are men in the hospitals to serve.

11-9-18.

M. W. Moyer

In Charge of Publicity.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquaters
The Library of Congress
Washington D.C.

SUBJECT: Hospital Libraries- Monthly report.

Enclosed is a copy of the new form we have prepared for the use of the hospital librarians in compiling their monthly report. We hope this outline will make your work on the reports less burdensome, and since it is tentative only in its present form, we hope you will feel perfectly free to make sugestions for its improvement.

In making your first report, please, fill out the outline in detail. Succeeding reports need not be so complete, but may be confined to data pertinent to the month concerned.

Please make three copies of your reports and dispose of them as indicated in the note at the head of the outline.

CAROLINE WEBSTER

In Charge of Hospital Libraries.

Enc. 8 copies report form.

(Under separate cover.)

10/14/18.

AMERICAN LIBRARY ASSOCIATION.

LIBRARY WAR SERVICE

Headquarters

Washington, D.C.

HOSPITAL LIBRARIES - MONTHLY REPORT.

Note: Fill out in triplicate, retaining a copy for your own file and sending one to Headquarters and, if connected with a Camp Library, one to the Camp Librarian. Send in promptly during the first two or three days of the following month. Do not delay for exact figures, but make estimates if you cannot get exact figures, and designate as estimates. See also that they are corrected during the next week or ten days.

.....191

Hospital .....

Place.....

Librarian.....

P.O.Address.....

1. Number on staff..... Paid, volunteer or detailed (underline appropriate words).Hours of service for each class of workers.....

2. Location of library.....

of branches, if any.....

3. Number of volumes - Gift.....Purchased.....

4. Number of books furnished by Camp Library during month.....

5. What use are you making of interlibrary loans?.....

.....

Hosp.mo.Rep. 10/9/18

6. Total circulation for month.....

Do you keep record of loans for main library?.....

For branches.....For wards?.....

7. Are periodicals subscribed for received promptly?.....

8. How many subscriptions to periodicals and newspapers are received through sources aother than the A.L.A.....

8. How are periodicals distributed?.....

9. What service do you give to

(a) Medical Staff.....

.....

.....

(b) Nursing Staff.....

.....

.....

(c) Enlisted men.....

.....

(d) Patients.....Do you visit wards?.....If so under what restrictions?.....

.....

How do you serve contagious wards?.....

.....

10. Vocational work. Number of teachers.....

Subjects taught (please secure and attach outlines)

How do you cooperate with this staff?.....

.....

11. Welfare agencies.

(a) Red Cross. Number on staff.....

(b) Y.M.C.A. Number on staff.....

(c) K. of C. Number on staff.....

Are their activities confined to houses or is work done in wards.....

.....

How do you cooperate with these staffs?.....

.....

.....

12. What equipment has been provided? (furniture, etc. of over value of, say, $5.00).....

.....

13. What repairs have been made?.....

.....

14. Underline records you are keeping: memorandum: accession book: shelf list in main library: in branches; carbon copies of letters; requisitions, etc; cash account.

15. Unusual requests.....

.....

16. Items of interest for publicity purpose (use separate sheet).

17. How do you propose to improve your service during the coming month?.....

.....

.....

.....

.....

.....

.....

18. In what way can Headquarters be of greater service to you?

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.....

.....

.....

Remarks:

Signed.....

Hospital Librarian

Date.....

AMERICAN LIBRARY ASSOCIATION

Library War Service

Headquarters
e Library of Congress
Washington, D.C.

Hospital Libraries. Field Representative's Report.

Hospital.....

Place.....

Date of Visit.....

1. Persons seen.....

.....

2. Service.

Book Collection, location, etc.....

.....

.....

Service to wards.....

Service to corps men.....

Service to Reconstruction Dep't.....

.....

Service to medical and nursing staff.....

.....

.....

3. Relations with Red Cross, Y.M.C.A., K. of C. etc.....

.....

.....

4. Relations with Camp librarians.....

.....

10/17/18. (over)

5. Personnel.

Estimate of efficiency.....

.....

.....

.....

Are the librarian's quarters satisfactory?.....

.....

What are librarian's hours of service?.....

6. I recommend that.....

.....
Field Representative.

10/17/18

American Library Association

Library War Service

Headquarters:
Library of Congress
Washington, D. C.

August 9th 1919.

To the Editor:

We send you herewith a little story which we trust you will find suitable for your publications.

Very truly yours,

CRETE P. HUTCHINSON

Publicity Department.

The A.L.A. Entertains at Walter Reed.

An entertainment, of interest to Hospital Librarians because they may be stimulated to "go and do likewise", was given in the Red Cross House at the Walter Reed Hospital in Washington, D.C. by the American Library Association on July 31st under the very efficient supervision of Miss Mary C. Sherrard, its Librarian at that place.

The audience, of course, was composed largely of patients, with a small sprinkling of people from Headquarters and some of their friends.

Mr. Utley, Headquarters' Executive Secretary, was the only speaker. He made, as he said, quoting Mr. Dooley, a few "approximate remarks", and was well received. In fact, he rather surprised the boys with his statement that the A.L.A. had distributed almost seven million books since the United States got into the "big scrap". He said he felt that the A.L.A. had given remarkable service both here and abroad, but was not going to risk the question of whether the boys had books overseas for fear of receiving the same answer he got once before -- "never saw a book"; -- this in spite of the fact that of the six or seven million books, two and one-half million went across the Atlantic.

The boys were then shown "A Few Shots from Headquarters"-- the A.L.A. film which was gotten up primarily for exhibition at the Conference in Asbury Park. The picture containing the most action naturally brought applause -- that was the one taken at Quantico when Captain Page in a U.S.N. seaplane carried a consignment of "Marines Magazines" to the marines stationed there. Here Miss Hitchler, absolutely mobbed by boys, managed to maintain her equilibrium and to distribute over a thousand copies in less than ten minutes.

There was the "Your Job Back Home" film, taken at the Public Library in Detroit, which some one in the audience called "a fairy-story", but it was a hopeful sort of a fable, and made a good impression. Also, some pictures showing the New York Public Library's pyramid of books, and the process of its construction. The picture of a real hodcarrier with books instead of mortar in his hod caused great amusement.

Say men are not vain, if you like, but the picture which brought down the house was the one taken of the boys themselves at Walter Reed Hospital. It showed boys and books, magazines and newspapers, cherry and laughing librarians in their pretty new pongee uniforms, and well-filled book trucks wending a joy-bringing course through the wards where the bed-ridden patients were, -- all in the

various processes of getting acquainted with each other. It was a good film and received hearty applause and some laughs, especially the title, --"The boys have to jolly the librarians a bit to get that new Zane Grey before it looks like it had been crossed in love and run over by a box car."

During the wait which followed before the tableaux were ready, a husky blond played the piano. It was a wonderful performance considering the fact that the poor fellow has but two fingers in commission on one hand -- the others having been paralyzed. The audience showed its appreciation by whistling and singing the airs. There were mandolin solos, too -- rendered by Captain Kearny,-- and then followed the tableaux, the piece de resistance of the evening.

The stage setting was effective. A large open book upon a raised platform bearing the legend "A.L.A." occupied the center. When the bell rang a beautiful little girl in pale pink and blue satin, with abundant and artistically arranged titian hair (the ingenue) came from the wings and turned the page of the book, revealing the first picture. The audience was supposed to guess what it represented. The first was easy -- The Rookie writing the world-famous letters to his girl. Next was Mable --soulful Mable-- with eyes fixed on the far-distant horizon, dreaming, 'tis thought, of "Here Bill". Next was Huckleberry Finn -- a very ragged but happy youth with rod and line and can of bait. Everybody guessed "Huck" right off the reel.

The next was a "Typical American Heroine", though nobody guessed it -- had to be told. She, too had red hair -- it seems to be the favorite shade at Walter Reed -- and she was befrilled and befurbeloed, carrying in her arms a summer muff or a baby -- one was not sure which.

Tarzan of the Apes killed a papier maché lion before the astonished eyes of the breathless onlookers. Tarzan was a prime favorite. He was very realistic in his leopardskins.

A very "Bad Man" with all the parapharnalia of a typical wild-wester gave the audience a couple of "looks" into the muzzle of a 45 calibre Colt's automatic. Painted the color of mahogany with steel-blue, fiercely determined eyes, he made a very real "Virginian."

Hiawatha was gorgeously apparalled in buckskin, bead-trimmed, but some doubt existed as to whether the picture was intended for a brave or a squaw-- that natty hairribbon was misleading -- but that it was Hiawatha was confirmed by the director-in-charge, even if Old Nakomis might not have recognized him.

Next came Trilby in the grenadier's overcoat, the striped skirt, and bare feet thrust into old army slippers. As the furor over DuMaurier's heroine was at its height some fifteen years ago it needed the tricolor background and the Marseillaise accompaniament to produce a correct guess as to her identity.

Joan d'Arc in full armor, including helmet and immense sword, standing with uplifted, prayerful eyes, was most effective. She was recognized immediately and greeted as an old friend.

Now came the most fun, for the actors were marched before the footlights in close formation, then were called forward singly. The volume of applause given each was to be considered as the measure of their popularity, and prizes were to be awarded accordingly. The Virginian was awarded first prize by acclamation, and Tarzan followed as a close second.

Deprived of the soft light shed upon the frame, filtered through pink gauze, the actors lost some of the pristine loveliness which the tableaux presented. Khaki puttees or long trousers peeped coquettishly from beneath fluffy white ruffles, discolored and much-worn suspender straps spanned bony, muscular shoulders, and rather spoiled the effect of diaphanous raiment. Mable's dress lacked some four or five inches of meeting in the back, and was held in place by lacings of wrapping twine. The Ingenue, alas, so trippingly graceful and bewitching in the half-lights of the tableau settings,--the pitiless glare of calcium lights revealed, possessed freckles as big as pennies, and a misplaced eyebrow upon her upper lip. Furthermore, the careless disposal of her scant petticoats while seating herself for the flashlight picture, displayed a pair of khaki breeches underneath.

Ice cream and cake were served when the program was completed, and seemed to be equally as well received as that which preceded.

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American Library Association

Library War Service

General Director
Herbert Putnam
Librarian of Congress

Headquarters:
Library of Congress
Washington, D. C.

Disbursing Officer
William L. Brown

Dear Sir:

We have been told that, as a result of injuries received while in the service, you are at present in the hospital under treatment. Perhaps you find the days a little long and often wish for something to make the time pass more quickly.

During the war the American Library Association provided for the use of the men in camps and hospitals, both here and overseas, books on all subjects. We are just as anxious that you be supplied with reading matter now. Perhaps there is a library in your hospital. If so you may not need our help. But it may be that the book you want is not there. If you will write to the address given below, if it can be procured, the book will be sent to you as a loan, at no cost to yourself.

This service will be continued as long as you are in the hospital. When you leave, your Public Library will be glad to help you. If you happen to be in a community where there is no Public Library, write to the American Library Association, Library of Congress, Washington, D. C.

We may not be able to learn of new patients who are sent to the hospital by the War Risk Insurance bureau. Will you not pass this letter on to any such so that they also may know of this opportunity to get the books they want?

Very truly yours,

In Charge of Hospital Libraries.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

Mailed about Oct.1,1919 to librarians of cities in which there are hospitals giving treatment to discharged soldiers.

Dear

Enclosed is a list of the civilian hospitals in your city which are receiving discharged soldiers and sailors for treatment. While you are probably already in touch with these men, we have taken the liberty of sending each of them a copy of the enclosed letter. As we are providing reading matter to the men in the Public Health Service and Marine hospitals, we felt that these men in the same class should not be neglected.

If, in response to any of these letters you get requests for books which you cannot fill and which you cannot get from your State Commission, will you please pass them on to us? We have a collection from which we can draw for such temporary loans. It seems best for the men to establish relations with the local library whenever possible, however.

Shoould you get requests from tubercular institutions and do not wish to send your books there, you may write to the A.L.A. Librarian,
and she will fill the requests from that library as it is for tubercular patients only.

Very truly yours,

In charge of Hospital Libraries.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
Washington, D. C.

April 6, 1918.

TO THE CAMP LIBRARIAN:

Re: Hospital Libraries.

Administration: The hospital library is to be administered as a branch of the main library. Books are to be supplied from camp library collections, but books especaially suited to hospital needs will be purchased upon requisition from camp librarians.

The books for circulation are to be prepared at the camp library unless it is advisable to arrange it as work for convalescents. The hospital librarian should spend practically none of her time on the work of cataloging, pasting labels, etc. Her work is to make the connection between the man and the book; it is for her to reach the man with the book that is needed; and in doing this, she must visit the wards, carrying books, reading aloud, telling stories (if her talents lie in this direction). In all points of service, the hospital library should be carried on with the least red tape.

Periodicals: Please report whether the use of Burleson Magazines is practical for the base hospitals. We do not feel at present that we can place subscriptions for periodicals for hospitals. Periodicals furnished free to camps by publishers will also be sent to hospitals upon request. (see Informational Circulars for periodicals furnished in this way).

Surgical and Sick Wards: All wards should be visited at least once a week and arrangements made for distributing books. The hospital in some cases will supply a book delivery truck. When this is not possible, some aid in distribution will doubtless be granted by the hospital authorities. Make sure that this is duly arranged for. The ordinary library book truck is not adapted to base hospital use.

Convalescent Wards: The Red Cross is putting at each hospital a convalescent house. This house is to be placed in the center of the convalescent wards, and is the logical place for administering the work for the convalescents. A room (known as Room B) as planned in these buildings is to be known as the Library. Shelving has been put about the walls of this room and the A. L. A. is to be given the use of it, unless some special conditions make this impossible. Besides healthful, wholesome books, essays, poetry, travel, etc., books dealing with trades and occupations should predominate here. When occupational cour ses are installed, books relating to these courses must be included.

Contagious Desease Ward: The library should send partly worn books, paper-covered books and plenty of magazines which should be burned after being used. The Burlson magazines of course will be valuable for use here. The librarian should keep in touch with the ward-master to see that there is a sufficient supply on hand.

Medical Staff, Nurses, Enlisted Men: Their spec ial need must be considered in the selecting of books for the central hospital library. In addition to books of fiction and recreational reading, the camp library will supply books on sanitation, first-aid, military affairs, etc., except as noted in following paragraph. That the staff may be encouraged to use the camp library, notices should be posted of new and popular books on all subjects and doctors and nurses informed of additions that might be of special interest to them.

Medical Books: The Surgeon General's office furnishes medical books to base hospitals on request from the medical officer in command, so that except in rare cases it probably will not be necessary to buy medical books for the use of the doctors.

Yours very truly,

CAROLINE WEBSTER

75- For the General Director.